

PROCEDURES FOR A CHURCH AS HOST OF A STATED MEETING OF PRESBYTERY

Invitation:

- a. The session of the church should extend the invitation for hosting a specific stated meeting to the Presbytery by writing to the stated clerk.
- b. The stated clerk will present the invitation to Mission Council, which will accept or respond otherwise on behalf of the Presbytery.
- c. The stated clerk will reply to the session indicating Presbytery's action. The Staff Associate for Hospitality will represent Presbytery in making necessary arrangements. The pastor should confer with that person.
- d. The Staff Associate for Hospitality will contact the host pastor a couple of weeks before the meeting to finalize arrangements.

Worship:

The moderator of Presbytery will plan the service. The host church is requested to be willing to provide an organist and to consult with the moderator regarding the worship service.

Driving/Parking/Provisions for Persons of Limited Mobility:

- a. The person designated by the host church to coordinate the meeting is responsible for providing clear driving and parking instructions and provisions for persons of limited mobility to the Presbytery office two (2) weeks before the meeting date.
- b. Spaces should be designated for handicapped parking.

A letter of invitation to the Presbytery from the pastor of the host church is needed 2-3 weeks in advance of the meeting either on disk or by e-mail (llohr@preswesres.org).

The following information is to be included in the letter:

- a. Driving/parking instructions
- b. Accessibility for persons of limited mobility
- c. Menu
- d. Information concerning most convenient entrance and easy accessibility to sanctuary and meal area

Arrangements for dinner:

- a. Space will be needed to serve about 100 dinners. Presbyters will be asked to make reservations for dinner by clicking on a link provided in the email call. Presbytery staff will contact the church with a final count.
- b. By action of the Presbytery (S.M. 6/30/86), the 2¢-a-meal program has been adopted. The name of the program has since changed to "Cents-ability." This offering will be taken at each stated meeting. A sample can wrapper for duplication by the host church may be found at <http://www.presbyterianmission.org/ministries/hunger/what-cents-ability/> or by calling the Presbytery Office (216-241-3966).
- c. By action of the Presbytery (S.M. 6/30/87), the Food Policy for Stated Meetings was adopted and is included for guidance in planning and preparing the meal. (See attached Food Policy.) (The Hunger Action Enabler will be available to assist in planning and with suggestions for menus where desired.)
- d. Mission Council has set the price of the meal. The church is to collect **\$7.00** per person to help offset the church's costs.
- e. The church should provide tickets (or make other arrangements to determine for itself if meal charges have been paid) and arrange for persons who will collect dinner money at a place near the registration area. For Presbytery Staff and guests, an invoice template will be provided for the

church to keep at the ticket table. Staff will check off their names when they arrive and include any Presbytery guests, such as special speakers. The church will submit the final invoice to the Presbytery Office for payment for those meals.

Other rooms and arrangements:

- a. Rooms may be needed for committee meetings or pre-Presbytery events before the stated meeting time. The person designated by the host church to coordinate the meeting should be prepared to receive requests from the Staff Associate for Hospitality. It would be helpful to have persons or signs to direct commissioners.
- b. Committees may ask to use audio-visual equipment belonging to the church, or they might ask for assistance in setting up the equipment they bring in.
- c. Tables for registration and distribution of materials to commissioners should be set up in separate rooms or at some distance apart in a large room, preferably rooms that can be closed off until the registration area is set up. (Four large tables will be needed, plus a smaller table for the church to use in collecting dinner money.)
- d. The church should be prepared to receive telephone calls for persons at the meeting.
- e. The Mission Council has adopted a childcare policy (see attached sheet).

Meeting place:

- a. Seating is needed for 150 people.
- b. If possible, three microphones are helpful – one for the moderator, one for the stated clerk's table, and one for commissioners making reports.
- c. A skirted table for the stated clerk and the recorder should be located near but off to the side of or behind the pulpit or lectern the moderator will use. Access to an outlet by extension cord is needed for the laptop computer.
- d. The local church should provide control of lights, temperature and microphones.

Schedule:

- a. The starting time of the meeting is set two weeks in advance by the Mission Council. Meetings generally begin with dinner at 5:00 p.m. and the business to begin at 6:00 p.m.
- b. Set up for registration begins about one hour before pre-Presbytery event(s) or the opening of a meeting.
- c. There may be pre-Presbytery events, the starting time of which will be published in the docket in the call to the meeting.
- d. Worship is usually docketed for approximately 7 p.m. except at the November meeting.
- e. By Presbytery action, it is expected that business will be completed by 9:30 p.m. This may, however, be changed during the meeting.